

ANNOUNCEMENT NUMBER: 012-007

OPEN TO: All Interested Candidates

POSITION: Information and Communication Technology Systems Manager,
FSN-10; FP-5*

OPENING DATE: February 13, 2012

CLOSING DATE: February 24, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 50,043 p.a. (Starting salary)
(Position Grade: FP-5 to be confirmed by Washington)

*Ordinarily Resident: US\$ 56,676 p.a. (Starting salary)
(Position Grade: FSN-10)

LENGTH OF HIRE: Permanent Position

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Luanda is seeking an individual for the position of Information and Communication Technology Systems Manager for CDC/Angola.

BASIC FUNCTION OF POSITION

Under the general supervision of the CDC/Angola Deputy Director, the incumbent is responsible for Information Technology (IT) services management and support oversight at the CDC Angola Country Office. Job holder provides advice and guidance on IT management and support services and develops plans for the maintenance and replacement of IT software and equipment as technology advances. Incumbent is responsible for the integrity and security of all IT equipment, software and data systems; monitors IT resources usage to ensure compliance with U.S. Government IT policies, reviews server system performance for management implications, ensures effective support services by contractors and assists in the formulation of IT operating budgets. Incumbent serves as the liaison between CDC Angola and counterparts at the CDC HQ IT Services Organization.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 641 161.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **REQUIRED EDUCATION:** Bachelor's Degree (4 year University degree) or the host country academic equivalent, in Computer Science, Information Systems Management, or Information Technology is required.
2. **REQUIRED WORK EXPERIENCE:** Five years progressively responsible experience in current Local Area Network (LAN) systems operations, latest release Microsoft products, modern Information Technology (IT) hardware, Networks, systems, internet, programming and various types of databases, software, systems, communication components. Of the five years experience, a minimum of two years work needs to be in a managerial/supervisory or leadership role.
3. **REQUIRED LANGUAGES:**
Level IV – fluency reading/writing/speaking in Portuguese or Spanish is required.
Level IV fluency – reading/writing/speaking in English is required.
4. **REQUIRED JOB KNOWLEDGE:** The incumbent must have a thorough knowledge of computer equipment operations management; hardware and software technology and functionality of relevant applications in support of systems maintenance and operations; agency objectives, relationships, and management practices; technical aspects of systems analysis, telecommunications, and management advisory services; and acquisition policies and procedures relative to computer hardware and software; and an expert knowledge of systems analysis and design techniques; post/mission/agency automation policies, procedures, and standards.
5. **REQUIRED TECHNICAL KNOWLEDGE:** Must have strong demonstrated analytical skills with the ability to fully comprehend program goals and objectives, evaluate effective alternatives, and implement strategies for meeting the needs of a large and complex organization. Must be able to make sound and independent judgments on the most appropriate IT and communications systems to meet program and partner needs. The position requires strong leadership, problem-solving and supervisory skills. The incumbent must be able to have superior interpersonal skills in developing and maintaining relationships with all levels of internal and external staff.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must go through background investigations.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Administrative Officer
American Embassy Luanda
Attention: Maureen Yates
Av Presidente Houari Boumediene, No. 32, Luanda

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222641161
FAX: 222641232

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an

American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: 24 February 2012

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Maureen Yates
Human Resources Officer